

# PCMDI Foreign Travel Request Form

Name:

Extension:

Reservation to be made by (select one):    Traveler    Secretary

Acct. No. (select one):    0486-10    \*Host to fund    \*Other    0589-01 NGI

\*Details of funding (if host or other to fund travel)

Please list the DOE HQ contact and phone number for this trip (must have both name & number)

Name

Telephone Number

Destination (City/Country)

If sensitive country, state your clearance level

Registration Fee

Estimated Total Cost

Departure Date

Return Date

Passport No.

Expiration Date

Hotel

(include city/state if different from above)

Telephone

Fax

Transportation

to Airport:

from Airport:

in Business Area:

Vacation Dates

Business Dates

Name of Contact

Phone No.

Affiliated Institution

Are you Presenting a paper      Yes      No

Please list the UCRL# if you are presenting a paper.

**Purpose/Details**(full name of the conference, your purpose for attending. If an invitation or e-mail was received, please submit a copy to Kim.)

**Benefit to the Government/PCMDI /LLNL and DOE**(need a detailed paragraph)

**Other Meetings** (other meetings to attend while in the area, include contact person & phone number)

**Names of others traveling with you** (names & organization if traveling as a team)

**Overnight Stops**(each overnight stop must be listed as Official Stopover, Business, or Personal)

Notes:

Foreign travel, unlike domestic travel, must be described in detail. You must fill out each entry otherwise it could delay processing your trip. Paperwork has to be submitted to the Foreign Travel Office 40 days prior to departure date. Otherwise, you have to prepare a statement to be included in this paperwork stating why the trip request is submitted late.

Please try to be as accurate as possible with your trip details, otherwise changes have to be resubmitted and approved by DOE which delays the final trip approval.

**PCMDI Approval**\_\_\_\_\_ **Date**\_\_\_\_\_